

Chief, Support Staff, WE Division

4 MAR 1958

Management Staff, DD/P Area

WE/SS Survey - Interim Report on Registry Procedures

1. The review of your registry operation indicates that cable control has been reduced to a minimum amount of handling and logging. The single copy retained in the Registry adequately meets the Agency logging requirements and the division reference needs. However, you may wish to give further study to the effect of this procedure on the Branches; i.e., if there is a need for a log in the Branches, a centrally typed multi-part form with a copy for each addressee can save the manual logging of the same information as much as five or six times.

2. The items below are recommended changes in other practices and procedures observed in the Registry. These have been discussed with [REDACTED] She concurs with item a. but has some reservations on items b. through e.

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- a. T. S. Material: All T. S. material is recorded in a book log and in addition a 3 x 5 card is prepared showing the same information. The 3 x 5 cards are maintained in sequence by T. S. numbers and adequately serve the logging requirements. Most reference requests are by T. S. number. There were 1650 items logged in 1957 .

Recommendation: Eliminate the book log. (The Registry has been considering this change for some time but action is still pending.)

- b. T. S. Cables: - State Department: A separate book log and card file are maintained for these items, as described above. Reference requests are usually by source and the book log provides a more convenient searching media than the cards filed by the WE control number.

Recommendation: Eliminate the book log. Prepare card file guides and file the cards as follows:

- (1) WE - 16 cities alphabetically (Source of the bulk of this material.)
 - (2) A guide for each Area Division - in alphabetical sequence.
- c. "S" Dispatch: A book log has been established for logging these items and the RI copy is filed by subject. All papers related to an "S" dispatch, and a file copy of the dispatch, are retained by the originating section and are available if reference by subject is necessary. It would appear that most requests for reference to the RI copy would be by the addressee and that this would be the best way to file them. The change would permit eliminating the book log, eliminate a file classification task that has already presented some problems, and provide faster reference to the RI

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Recommendation: (1) Discontinue the book log and the subject file.

(2) File the RI copy by the addressee.

- d. Dispatch "Follow Up" Control: Although a copy of the dispatch is maintained by the Registry, the present "follow up" system requires that the Registry write out twice all logging information for every action dispatch. One "write up" is forwarded to the C/SS weekly, after completed actions have been posted to it from the second "write up" which is sent to the section for comments as to action taken or due. This system not only involves extra writing but also requires the section to check on the completed dispatches, as well as those that are incomplete.

Recommendation: Continue to file the Registry copy of the dispatch and note the routing. In addition,

- (1) Write the letter "a" in the lower right corner of each dispatch requiring action.
- (2) Circle the "a" when the reply is received by the Registry.
- (3) Weekly, remove from file and forward to the C/SS all registry copies of incoming dispatches over two weeks old and indicating that action is still pending.
- (4) Upon return from the C/SS, refile registry copies.

- e. As the result of the installation of the Document Locator System last Spring, RI now provides hourly messenger service from the WE Registry to the Branches. In spite of this frequent service, the secretaries from the six Branches are making numerous trips to the Registry to pick up and deliver cables. The Cable Secretary has stated that there is no objection to the Messengers handling the cables. The Deputy Chief of RI states they have never been requested to carry the cables.

Recommendation: Provide for the messenger service to include internal delivery of cables, except for the accumulation available at 8:30 each morning. (Concurrence of RI should first be obtained and some rerouting of the Messenger may be necessary to provide for the Registry to be his first point of call for the Division.)

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